



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-1.90

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EFFECTIVE 8/99


DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

MANDATORY CULTURAL DIVERSITY TRAINING

APPROVED


Rudy Lopez, Director

I. PURPOSE

To inform all departmental personnel of the requirement that all new employees will attend a mandatory Department of Behavioral Health Cultural Diversity Orientation.

II. POLICY

This policy applies to new employees, and some regular employees. The trainings will be held on a quarterly basis.

III. PROCEDURE

A. Training Committee Member's Responsibility

1. A Training Committee Member will contact the Cultural Competency, Training, Retention & Outreach (CCTRO) designate at (909) 421-9340, or Payroll designate at (909) 387-7043, to ascertain the new employee's schedule and to obtain a copy of the New Employee Orientation Roster, and to confirm the date of hire.
2. A Training Committee Member will reserve a room where the training will be held.
3. A Training Committee Member will inform the instructor of this information.

B. Employee's Responsibility

1. A Training Committee Member will contact the new employee to schedule the training. The new employee will be scheduled to attend the next available Cultural Diversity Training. If unable to attend, the employee will contact CCTRO to reschedule.

C. Supervisor's Responsibility

1. The employee's supervisor is responsible for ensuring that the employee attends the training.
2. The employee shall date the Employee Check-Off List items #2 (e) and #3; after attending the training.

3. The employee shall list this information on the Employee Training Checklist items #16 after training.

D. Instructor's Responsibility

1. Ensure that Sign-In Sheet is properly filed out and turned into a Training Committee Member.
2. Issue signed Certificates of Completion, which will be attached to the Work Performance Evaluation for evaluation for training.
3. Ensure training materials are available for participants.

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